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CAREER SERVICE PANEL
Minutes of the Meeting
4 November 1968

Attendees:

25X1A9a [redacted] Acting Chairman

25X1A9a [redacted]

25X1A9a [redacted] Recording Secretary

25X1A9a [redacted] Promotion Action)

Absentees:

25X1A9a [redacted]

25X1A9a

25X1A9a   1. The meeting was called to order by Acting Chairman, [redacted] at 0904 hours.

2. There were no additions or deletions to the agenda for 4 November 1968.

3. There was a review of the minutes for 7 October and the following corrections were requested:

a. Correction to paragraph 7, page 2 to read:

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"....... [redacted] was not in favor of the action because he felt that with a limited amount of headroom, as in this case, the relative merits should be taken in account, aside from time in grade which become limiting factors when considering an employee for promotion......"

b. More tie-in of paragraph 7, page 2 with paragraph 9 on page 3. (These items reported in sequence as they happened.)

c. There were questions raised about wording in paragraph 7:

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".....The information, in turn, can be used in an attempt to get a GS-14 grade re-established." [redacted] was to discuss the wording of re-establishing a GS-14 grade slot for [redacted] Special Projects Group/ORD, with DD/ORD.

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GROUP 1
Excluded from automatic
downgrading and
declassification
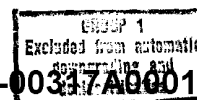
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3. (Continued)

   c. (Continued)

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███████████ stated DD/S&T/Personnel had set a ceiling on GS-14's. ███████████ asked for a copy of the slot structure in ORD. ████████felt that each division chief should be provided with the slot structure of his division.

   d. Question on Personnel List for ORD by Grade from

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███████████ as to date of grade in regard to last promotion action. This date indicated when the last

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promotion was granted. ███████████date of grade should have been 10 July 1966. The list will be checked and a corrected one will be sent to each division chief.

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4. Motion was made by███████████that the minutes for 7 October 1968 be approved. ███████████seconded the motion. Vote unanimous. Motion carried.

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5. The following items were brought up for discussion by ████████████

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   a. He stated he felt that the CSP should be given a copy of the list identifying ORD "comers" which was sent forward by D/ORD to DD/S&T. ████████ said he would check into this.

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   b. ███████████ asked what further action had been taken on CSP Symposium report and comments. ███████████requested

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that DD/ORD establish a file of the ███████████meeting for circulation to division chiefs. ████████said he would speak to███████████about this.

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   c. ███████████asked ███████████ for an explanation of ███████████ promotion and transfer. ███████████ explained that ███████████ promotion action was sent in to DD/S&T and ORD Personnel was directed to submit a personnel action on him putting him in a SPS slot and then completing the paperwork on his transfer. Mr.

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████████ stated ███████████ is not encumbering a slot in ORD. He has been transferred from ORD and now occupies a NPIC slot.

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25X1A9a   6.   [ ] reported on the following:

PROMOTIONS:
None

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QUALITY STEP INCREASES:
No word has been received on QSI for [ ] or [ ]

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25X1A9a

ADDITIONS:

[ ] Librarian/ORD replaces [ ] who has gone to DD1/CRS, Information Services Group, CIA Library, Reference Branch.

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TERMINATIONS:

a.   [ ] MBSD/ORD has resigned from LWOP/Maternity effective 14 October 1968 - Secretary-Steno, GS-6.

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b.   [ ] /Optics has resigned from Agency effective 11 October 1968 -

AWARDS:

Intelligence Medal of Merit to be awarded on 7 November 1968 to:

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[ ] /AP/ORD
[ ] AP/ORD
[ ] /MBSD/ORD

25X1A9a

Certificate of Exceptional Service to:

[ ] Optics/ORD
(presented sometime in August by Mr. Chapman)

25X1A9a

7.   [ ] asked the division chiefs to notify ORD Personnel Office if they have word of an employee shopping around for another position. He has received calls asking for release of employee's records to other components without any notification from offices concerned. He told the CSP he normally does not release a file until he has been given more
25X1A9a information by those persons directly concerned.

8. CSP then took up the matter of the CSP semi-annual report.
25X1A9a [ ] reported that he and [ ] had met and discussed the question on what should be put in the semi-annual report. He stated that

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8. (Continued)

he had talked with several people in ORD and asked them what they knew
about the CSP. He received either a "blank look" or the statement that
the CSP was a "mystic body" which periodically met and discussed ORD
people and "gave me a promotion" with no real feedback on what is being
done or can be done to manage/develop an individual's career. He felt
25X1A9a that in light of this information and what he and ███████ had
agreed on, at least in outline, that the report should contain the
following:

   a. Introduction to the Career Service Panel.

   b. Function of the Career Service Panel.

   c. Re-issue the Career Service Panel charter.

   d. What part the CSP is playing in management with a
      lead-in to competitive evaluation.

   e. Indicate the number of professional promotions concurred
      in by the Panel and submitted to D/ORD for approval.

   f. Indicate the number of non-professional promotions and
      method by which promotion action takes place.

   g. Number of recommendations and citations for meritorious
      25X1A9a awards such as Quality Step Increases for sustained
      performances concurred by CSP. ███████felt that
      these honors should be given more publicity by CSP.

   h. Number of personnel requests for training and a list of
      types of training that ORD employees have been taking
      such as seminars, in-house training, universities, etc.

   i. A paragraph requesting suggestions from ORD personnel
      on their considerations for improved ORD career management
      development.

25X1A9a ███████stated he approved the guidelines as stated and he felt
that this ad hoc committee should go ahead and draft a sample semi-annual
report to be used as a guideline for future CSP semi-annual reports.
25X1A9 ███████ stated that he and ███████ were only to provide the
25X1A9a guidelines on content for the report and bring these guidelines into
CSP for discussion.

25X1A9a ███████ asked why raise the issue of competitive evaluation
since it is part of the Panel's mechanism to do its job. ███████
stated that ORD people should be told how they are evaluated once a year
25X1A9a

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8. (Continued)

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and on what recommendations. ████████████ stated information on competitive evaluation to employees will have them evaluating work of the Division Chief and he thought their curiosity on competitive evaluation should be
25X1A9a satisfied. ████████████ stated that announcements should be made to ORD employees with a statement on how employees are evaluated and this knowledge would enable employees to accept the decisions of the CSP.
25X1A9a ████████ felt that the CSP should encourage staff employees to make
25X1A9a suggestions to CSP on competitive evaluation. ████████████ felt that competitive evaluation information should be limited to those aspects as stated in the CSP charter.

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████████████ stated that the CSP report to ORD personnel should be an office report and not a Career Service Panel report.

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25X1A2d1 ████████████ suggested that a copy of comments on ████████ meeting
25X1A9a be attached to CSP semi-annual report. ████████████ felt that a compilation of this meeting should be circulated. He stated that division chiefs made inputs before the meeting. Comments on the meeting were made by division chiefs and have been filed with DD/ORD, and he felt that an overall package should be circulated to staff employees and they would get a complete
25X1A9a picture. He felt that a recommendation to the Director's office would be
25X1A2d worthwhile. ████████████ felt that a general statement on ████████ meeting sould show that CSP was concerned with ORD personnel.
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████████████ moved that the ad hoc committee comprised of Messrs.
25X1A9a ██████████████████████ prepare a CSP semi-annual report, to be reviewed by the CSP, on the basis that they have shown an excellent awareness of CSP activity and also have shown a good sense of the need for this type of communication between ORD management and ORD personnel. ████████████
25X1A9a seconded the motion. Vote unanimous. Motion carried.

9. There were no ORD nominees for the Education Program in System Analysis from ORD.

10. There were no ORD nominees for NIPA Career Education Awards from ORD.

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11. ████████████ joined the CSP at 1010 hours to participate in
25X1A9a discussion on promotion action for ██████████████████ /RP/ORD from GS-13 to GS-14. It was stated that no consideration had to be given to division headroom. Office headroom was in state of decision. ████████████ raised   25X1A9a
25X1A9a the question that ████████████ C/RP/ORD felt at one time that ████████   25X1A9a
had achieved his level at GS-13 and did not foresee any action to go   25X1A9a
25X1A9a beyond this. ████████████ asked why the change in thinking. ████████
25X1A9a stated he could not answer for ████████████ but was there to present   25X1A9a
25X1A9a ████████████ background information. He stated ████████████ was to get his promotion because of the work he had done for ORD before he goes to OEL. ████████████ asked if there was room in ORD for a man such as
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11. (Continued)

25X1A9a ██████████ with his experience. ██████████ stated ██████████ would be
25X1A9a a tremendous asset. ██████████ asked why RP was giving ██████████.
25X1A9a ██████████ stated that RP could no longer keep him busy with the
25X1A2d departure of ██████████ program. If he were used by the offices of ORD
when the need arises, there would be enough to keep him busy. He
25X1A9a stated ██████████ was proficient in his type of work almost to the point
that he looks as if he is not doing anything. ██████████ stated
25X1A9a that ██████████ has good contacts and knows who to contact if he doesn't
have them.

25X1A9a ██████████ left the meeting at 1024 hours.

25X1A9a ██████████ stated that ██████████ would qualify for GS-14 at an
operation support level, but looked at from an R & D structure he doesn't
measure up.

25X1A9a ██████████ stated ORD has only two categories of personnel: research
scientists and secretaries. There has been all kinds of resistance to
setting up any operations support staff. ██████████ e is classified as a
research scientist and that is how he has been evaluated - and ██████████
is not one.

25X1A9a ██████████ moved that the CSP recommend approval for promotion of
25X1A9a ██████████ from GS-13 to GS-14. ██████████ seconded the motion.
Vote unanimous. Motion carried.

25X1A9a 12. ██████████ moved that ██████████ be recommended for
promotion from GSS-12 to GS-13. ██████████ seconded the motion. Vote
unanimous. Motion carried.

25X1A9a 13. The CSP then took up the promotion action for ██████████ from
25X1A9a GS-14 to GS-15. ██████████ asked why it was being brought up in the
25X1A9a CSP out of schedule. ██████████ stated reorganization of AP/ORD, brought
about by the transfer of 4 people to SPG/ORD, put additional duties and
25X1A9a responsibilities on ██████████.

25X1A9a ██████████ moved that ██████████ AP/ORD be recommended for
promotion from GS-14 to GS-15. Motion seconded by ██████████ Four
5X1A9a members voted in favor of the promotion with one member opposed.
██████████ opposed the action because he felt this should have been
treated in context with grade as a whole on the regular schedule and did
not warrant consideration at this time. He stated his action was on the
approval or disapproval of the promotion action, per se. Motion carried.

14. There were no nominees from ORD for the Mid-Career Development
Course #19.

15. At this time, there were no nominees from ORD for the DD/S&T
Career Course.

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25X1A9a   16.   ████████ is to arrange for ████████ of the Retirement Branch/OP to brief the CSP on retirement.

17.   The next meeting of the CSP is scheduled for 2 December at 0900 hours.

18.   Meeting adjourned at 1100 hours.

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████████████████████████

Executive Secretary/CSP

APPROVED:

25X1A9a

████████████████████

Acting Chairman/CSP

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